

Name:	Fire Administration I
Course Description:	Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.
Prerequisite:	Fundamentals of Fire Protection
Outcomes:	<ol style="list-style-type: none"> 1. Identify career development opportunities and strategies for success. 2. Explain the need for effective communication skills both written and verbal. 3. Articulate the concepts of span and control, effective delegation and division of labor. 4. Recognize appropriate appraising and disciplinary actions and the impact on employee behavior. 5. Examine the history and development of management and supervision. 6. Evaluate methods of managing available resources. 7. Identify roles and responsibilities of leaders in organizations. 8. Compare and contrast the traits of effective versus ineffective supervision and management styles. 9. Identify and assess safety needs for both emergency and non-emergency situations. 10. Identify the importance of ethics as they apply to supervisors. 11. Identify the role of a company officer in IMS. 12. Describe the benefits of documentation.
References/Text:	<i>Company Officer</i> , Clinton Smoke, Del mar <i>Fire Service Administration</i> , NFPA, Grant & Hoover <i>Management in the Fire Service</i> , NFPA, Carter & Rausch <i>Management of Fire Service Operations</i> , Ronnie Coleman <i>NFPA 1500, NFPA 1021</i>
Assessment:	Students will be evaluated for mastery of learning objectives by methods of evaluation to be determined by the instructor.
Points of Contact	National Fire Science Curriculum Advisory Committee: Point of Contact(s) : Richard L. Bennett, U of Akron, Ohio (330)972-7233 email: bennet3@uakron.edu.

Course Outline
Fire Administration I

I. New challenges and opportunities

- a. Duties
- b. National Standards
- c. Career opportunities
- d. Education and training

II. Communication Process

- a. verbal
- b. written
- c. active listening skills

III. Management Principles

- a. Span of control
- b. Delegation/division of labor
- c. Unity of command
- d. Chain of command
- e. Organizational Structure

IV. Tools for Employee Development

- a. Evaluation and appraisal of employees
- b. Rewards and motivation
- c. Progressive system of discipline
- d. Grievance procedures

V. Management and Supervision

- a. Theories
- b. History

VI. Managing Resources for Emergency and Non-emergency

- a. Equipment
- b. Personnel
- c. Time

VII. Leadership

- a. Managers
- b. Leaders
- c. Roles and responsibilities

VIII. Supervision and Management

- a. Styles
- b. Traits
- c. Effectiveness

IX. Safety Assessment

- a. Non-emergency
- b. Emergency

X. Ethics

- a. Harassment
- b. Conflict of interest
- c. Public trust
- d. Code of ethics
- e. Diversity
- f. Morality

XI. Incident Management System

- a. Duties and responsibilities
- b. Transfer of command

XII. Records Management

- a. Formal documentation
- b. Informal documentation